

Are you required to file a PFD?

Annual Filers:

If your name was submitted to our office by a political subdivision (county, city, board, school district, etc.) as a person required to file a Personal Financial Disclosure (PFD) due to a position held in 2014, then you must file your PFD by **5:00 pm on May 1, 2015**. Annual filers must file for each year (or portion of a year) for which they hold a position that requires the filing of a PFD.

Watch your mail for a letter with instructions for e-filing along with your MEC Online ID and Password to [e-file](#).

If you fail to file by May 1, 2015, you will be assessed a late filing fee of \$10.00 per day. After 30 days the fee increases to \$100 per day, not to exceed \$6,000. Additional penalties may also apply.

Time period covered for an annual filer is Jan 1, 2014-Dec 31, 2014*.

Candidate Filers:

If you are required to file a PFD due to the office you are seeking in the April election, then you must file your PFD by **5:00 pm on Feb 3, 2015**. Failure to file by Feb 3, 2015, will result in late fees, failure to file by Feb 10, 2015 will result in disqualification and removal from the ballot, unless your subdivision has a conflict of interest ordinance on file. If filing deadlines are then not met, penalties (if any) are assessed by the subdivision according to its ordinance.

*Time period covered for an incumbent candidate, or candidate who is also an annual filer, on Apr 7, 2015 election ballot, is Jan 1, 2014—Jan 20, 2015.

Time period covered for a new candidate, or candidate who is not also an annual filer, on Apr 7, 2015 election ballot is Jan 20, 2014—Jan 20, 2015.

Newly appointed or employed filers—PFDs are due within 30 days of appointment/hire date; time period is calendar year before start date.

Meet Commissioner Deeken...

Bill Deeken was appointed to the Commission on February 28, 2014, for a 4 year term ending March 15, 2018. Mr. Deeken had previously represented the citizens of Cole County for 20 years as both the County Clerk (1991-2002) and later as State Representative (2003-2010). Commissioner Deeken's experience as a local election authority and in the Missouri House, where he served as Chair of the House Elections Committee, makes him an asset to the Commission.

View list of all [Commissioners](#) currently serving.



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◇ LOBBYIST REMINDERS ◇

- **Lobbyist Renewal** was due Jan 5th, 2015. If lobbying must **register within five days of beginning** lobbying activity.
- **Verify current registration** info by logging-in to [lobbyist e-file](#) system.
- **List of Principals and Legislative Action Report:** This report is filed twice each year due on March 15 and May 30 and filed with MEC. Include general description of proposed legislative action which the lobbyist (or lobbyist principal) supported or opposed.
- **FAQ: What is a lobbyist expenditure?** Money spent for public official, their staff or family or for a group. See [Lobbyists FAQs](#) for more information.

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Training News

We started a new series of webinars designed for **political subdivision clerks and local election authorities** and are pleased that the first sessions for the *Notice to Candidate Form Webinar* had over 100 attendees! For those subdivisions with an AOB over \$1 million the second webinar in the series, [Candidate List Webinar](#), is now **open for registration**.

CANDIDATES: If you are required to file a PFD, we are now offering [PFD for Candidates Webinar](#), view training schedule to see available sessions and to register. *Campaign Finance Record-Keeping and Reporting Webinars* will begin in February, watch website for details.

MEC Staff Profile

Craig Hollis recently received a *Certificate of Recognition* for his work with the Commission, including his role in implementing a new case management system. He is a Computer Information Technologist III and has been with the Commission for 14 years.

"Craig and his work are a foundation of the IT unit and the Commission. His contribution to MEC is felt by everyone that uses our website and electronic filing systems", said Richard Gerling, Director of Information Services.



Campaign Finance Reminders

The time period covered for a full disclosure report **starts the day after the 'closing date'** of the last full disclosure report filed through the closing date of the current report being filed. Do not double report activity by including it in more than one report.

MEC recommends a **full disclosure report** to be filed every reporting period to aid in record-keeping and reporting.

Successful candidate committees in last election: 1) cannot accept contributions until an [Amended Statement of Committee Organization](#) form (paper) is filed with a new, future, election date; and 2) On the first report of your new election cycle, aggregates for Receipts, Expenditures, and Contributions Made will start back at \$0; Money on Hand and Indebtedness will carry forward.

It is the responsibility of the committee to make sure all information, including email addresses, are **current and up to date**; check your committee's information by using the [Candidate or Committee Name Search](#). If updates are needed, file an Amended Statement of Committee Organization within 20 days of the change; if your committee name changes, the committee **must also change the bank account name** to match the new committee name.

Committees must file a **48 Hour Report of Contribution Over \$5,000** within 48 hours of receipt AND must include the same contribution in the disclosure report covering the time period in which it was received. The committee must file **both** reports.

View [Deadlines & Reminders](#) for report due dates and information **by election date**, including information specifically for the 2015 [St. Louis City Primary/General Elections](#) and [Kansas City Elections](#).

NEW Search Enhancements

Lobbyists

MEC enhanced Lobbyist searches, including:

[Lobbyist Expenses on Public Official\(s\) Search](#) - Information now sorted by the **position** the public official held at the time of the expenditure.

[Lobbyist Search](#) - In addition to a lobbyist's information, search now provides the **total amount** of reported expenditures for the year as well as for each month.

Advisory Opinions

MEC streamlined its [Advisory Opinions Search](#), including new search option tabs:

- ▶ Opinion by Topic
- ▶ Search by Keyword
- ▶ Search by Statute
- ▶ Opinions by Date

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[@MOethics](https://twitter.com/MOethics)

Meet Commissioner Hagan...

Nancy Hagen was appointed to the Commission November 3, 2014 and confirmed during the 2015 legislative session. A Democrat from Greene County, Commissioner Hagan is a retired music educator. She also ran for public office to the Missouri House of Representatives in 2006 & 2008. Her background both as an educator and as a candidate gives her a unique perspective that is an asset to the Commission. Her term ends March 15, 2018.

View a list of all [Commissioners](#) currently serving.

Welcome!

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Have you filed your PFD?

Annual Filers: May 1st deadline for filing is fast approaching!!

See [PFD Flyer](#) for more info.

If your name was submitted to our office by a political subdivision (ex: state agency, county, city, board, school district, etc.) as a person required to file a Personal Financial Disclosure (PFD) statement because of a position you held in 2014 with that subdivision, then you must file your PFD by **5:00 pm on May 1, 2015** (or post-marked by April 30, 2015). Time period covered is from Jan 1, 2014 - Dec 31, 2014 (or portion of year that you served).

➤ E-File your PFD

1. Complete [PFD E-File Account Request](#)
2. Upon receipt of your MEC Online ID & Password (sent to the email address provided), **log-in** to the [PFD E-Filing System](#)

If PFD is not timely filed penalties apply, including late fees!

Second notices mailed on 4/07/15 to annual filers that have yet to file their PFD.

Lobbying Report Due

List of Principals & Legislative Action—due **May 30**

Avoid common reporting errors:

- ⇒ Only one report is required per principal; any one of multiple lobbyists that are registered to lobby on behalf of a principal may report for that principal.
- ⇒ Must include general description of the proposed action; may provide the bill number but also include brief description of the bill.
- ⇒ Report includes the lobbying of any action by an official agency, board or commission of state government (ex: if lobbying the head of a state agency, that action is reportable).

Political Subdivision Reminders...

Is your contact information up to date? If not, log in and update.

Verify that your designated required filers have submitted their PFD statements:

1. Go to our website
2. Log in to the [Political Subdivision Filing System](#) (use your subdivision's log in information...**HINT** your MEC Online ID begins with the letter "S" for subdivision)
3. Select the "Filer Status" GO button and view each filer's status

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Coming Soon: New MEC Website!

The Missouri Ethics Commission will be rolling out a new website this quarter. You will continue to view all information currently available, but with a new look and layout. A short tutorial on navigating the new website will be available.

A few of the new features include:

- New tablet and mobile friendly design
- Educational Resources page
- Quicker access to information from the home page
- Live Twitter feed

Training Info

Is your organization, association, or political subdivision having a meeting or conference? The Missouri Ethics Commission is available to conduct training or present on topics such as conflict of interest, use of public funds, personal financial disclosure, and campaign disclosure requirements. Send an email request to training@mec.mo.gov to schedule.



Campaign Finance Disclosure Reminders...

If committee must file an election specific report (40 Day Before, 8 Day Before, or 30 Day After) because it had qualifying activity, the report must include all committee activity, not just the contribution or expenditure for the candidate or ballot measure they are supporting or opposing.

Payments to **campaign workers** must be itemized, regardless of the amount. A campaign worker is someone that you hire to assist with your campaign activities (does not include unpaid volunteers).

Business cards used for campaign purposes are considered printed material, see [Campaign Materials Identification Requirements \(Paid-for-by\) Brochure](#).

The **48 Hour Report of Contribution of \$5,000** is required for a contribution (incl loan) received over \$5,000. It must be filed within 48 hours of receipt and filed electronically. Local filers filing on paper with their local election authority need to register committee, establish e-filing account with MEC and file the report, within 48 hours to avoid late fees.

To aid in recording and importing contributions and loans received, itemized expenditures all over \$100, and contributions made, filers can use the **Import Function** in the e-filing system. View [Excel Template](#), [Import Function Tutorial](#) and [Import Specifications](#).

Time period covered for a limited activity report is from the day after the last report was filed (or date committee was formed) through closing date for this report. The **time period covered for a full disclosure report** is from the day after the *last full disclosure report* (or date committee was formed) through closing date for this report (not last limited activity report).

Continuing (PACS) and Political Party Committees report for the current calendar year. If April Quarterly is first report this year, remember to begin the committee's totals for receipts, expenditures and contributions made at zero (\$0.00) for 2015. The ending report totals for Money on Hand and Indebtedness are brought forward each reporting period for the life of the committee.

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Website:
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Twitter:
[@MOEthics](https://twitter.com/MOEthics)

April Quarterly Report is due from all committees April 15.

MEC Officially Launches Site Redesign

The Missouri Ethics Commission is inviting visitors to explore its redesigned website (mec.mo.gov), which officially launched on June 22.

Key features include a cleaner and more attractive design and an overall focus on increased access to Commission information.

The site layout was prioritized based on links that were selected most often. Analysis revealed over one million searches were conducted in 2014.

Now all Searches, in addition to Forms & FAQs, are easily accessible from the homepage.

This solution reduced the number of clicks to get to important information. While the layout has changed, the functionality of the searches remains the same.

New users will benefit from the "How Do I?" section which connects them to the most commonly requested information. On the Educational Resources page users can find publications, training materials, and other helpful information.

For convenience, Advisory Opinions, Commission Meetings, and News Archives have been consolidated on the Commission Business page. Campaign Finance, Personal

Financial Disclosure, and Lobbyist filers can access the universal log-in, located on the top right of every page on the site.

"We hope you will visit the new website and acquaint yourself with the new design. While you're there, let us know what you think by filling out the survey."

"We plan to continue making enhancements to our site; taking into consideration the feedback we receive from our users."

- **Craig Hollis**,
MEC Director of IT Services

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[Year At A Glance](#)

Tips & Reminders

Personal Financial Disclosure

Annual Operating Budget (See E-File AOB)

In order to identify persons required to file a Personal Financial Disclosure (PFD) statement, political subdivisions must confirm whether their Annual Operating Budget (AOB) is:

- Over \$1 million; or
- \$1 million or under

Conflict of Interest Ordinance/Resolution

If you do not adopt (or re-adopt) a conflict of interest ordinance or resolution, ALL elected, appointed, and decision making personnel, as well as candidates, are required to file a PFD.

If you do adopt a new ordinance (or re-adopt your current ordinance), the deadline is **Sept 15th**. The ordinance must be adopted (or re-adopted), every two years, at an open meeting. A certified copy must be mailed to MEC within 10 days of the adoption (or re-adoption).

See [§105.485 RSMo](#) for minimum ordinance requirements. In addition to the minimum requirements, consider including the following:

- Penalties for late filing, failing to file or follow ordinance, etc.
- Filing requirements for candidates.

E-File: AOB

Starting Wed, July 2nd, through Fri, August 1st, go to our [website](#) and:

1. **Log into the [Political Subdivision E-filing System](#)** (use your political subdivision's log-in information)
2. **Update** subdivision contact information (if necessary)
3. **Confirm** your AOB (you will - receive email confirmation)

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RULEMAKING

The Commission has amended its Rule 1 CSR 50-3.010, which sets forth the process for candidate committees to appeal late fees assessed for the late campaign finance disclosure reports.

This amendment was necessary to make the rule consistent with the statute as it existed prior to the passage of SB 844.

The Missouri Supreme Court later ruled SB 844 unconstitutional.

The amendment further clarifies the process for late fee appeals.

The rule will be effective August 30, 2015, and is currently published at sos.mo.gov. Under Proposed Rules, click on the Office of Administration link.



MEC Employee Spotlight

Betty Lohmann: Employee of the Quarter (January 1 to April 30, 2015)

Once a quarter, MEC staff have the opportunity to nominate and recognize one of their own as Employee of the Quarter. Reporting Specialist, Betty Lohmann was selected, in part, for ensuring nearly 10,000 officeholders and candidates file Personal Financial Disclosure Reports each year. "With her pleasant demeanor and knowledge of the PFD requirements, Betty has developed a reputation for delivering quality customer service." - Betsy Byers, Director of Business Services. Betty has served the Ethics Commission since September 2008.

Joe Owens: New Ethics Commission Trainer

Joe holds a degree in multimedia production and co-founded Technocrats, one of the first mobile computer consulting and training firms in the nation. In addition to smartphone training conducted at AT&T, Joe has also trained staff at Cook County Hospital, Chicago public schools, and Handango.com. Joe plans to utilize emerging technology and training methods to build upon the success of the current MEC training program.

For tutorials and training materials, visit our [Educational Resources](#) page.

NEPOTISM DEFINED

Nepotism is when any public officer or employee, who by virtue of his office or employment, names or appoints to public office or employment any relative within the 4th degree by consanguinity or affinity ([Art. VII, Sect 6](#)—MO Constitution). To identify a relative within the 4th degree refer to the [Relationship Chart](#) found on the Commission's website.

Consanguinity means related by blood or descended from a common ancestor. Affinity means a relationship by marriage or adoption, not a blood relationship. A relationship by affinity (marriage) terminates if death or divorce occurs.

The penalty for nepotism is automatic forfeiture of office. Legal action may be pursued (by the appropriate prosecuting attorney or disciplinary authority) to remove the individual from office or employment. (Art. VII, Sect 6—MO Constitution).

IT Job Openings

The Commission is currently accepting applications for the following positions:

Information Technologist
I-IV: Application Developer

Information Technologist
I-IV: System Administrator

For the most current job listing information, please refer to the [MEC employment page](#).

July Quarterly Report Due July 15th: All committees must file.

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Email: helpdesk@mec.mo.gov
Website: www.mec.mo.gov



Meet Commissioner Dirks

Eric Dirks was appointed to the Commission in July 2015.

Eric resides in Kansas City, Missouri with his wife, Kirsten, and two children, Will and Eli.

Eric is a practicing lawyer at the law firm Williams Dirks Dameron LLC, located in downtown Kansas City.

Prior to becoming a lawyer, Eric served in the Army as a combat medic. Eric looks forward to working hard on the Commission.

His term ends March 15, 2018.

Welcome

Preparing for 2016

2016 Election News

ATTENTION: Officials Accepting Declarations of Candidacy Packets for 2016 Elections coming this month.

- Review the packet —includes instruction letter, 2016 Guide to Ethics Laws, PFD forms (AOB >\$1mil) & Notice to Candidate
- Candidate may not file for office unless all campaign finance disclosure reports from prior elections are filed.
- Candidates must have all campaign finance reports filed before taking office. [§130.071, RSMo](#)

Be sure to discard all old election materials.

Political Subdivisions

- In early November, if AOB over \$1 million, political subdivisions will be able to electronically submit their list of required annual filers to MEC. (Emails will be sent in advance containing password information).
- Both last year's annual filers and last year's candidates will be displayed. Carefully review each section, update each filer, and remove those no longer required to file.
- Each subdivision must notify those people whose names have been submitted. Annual filers are required to file their PFD by May 1, 2016 (earlier deadline for candidates).
- If the annual filer held position and is no longer serving, must file for the time period served.

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mec.mo.gov: Educational Resources

The Educational Resources page of the Commission website (mec.mo.gov) serves as a dashboard with links to publications, deadlines, forms, and tutorials

The resources page contains links related to conflicts of interest laws, lobbying, personal financial disclosure, and campaign finance disclosure.

From the Educational Resources page you can access the **Candidate & Committee Resources** link. This page is recommended for new users and those who seek to keep their knowledge base current. Here you will find important deadlines, tutorials, campaign finance disclosure laws, and one of the most popular sections, Publications.



Educational Resources

Lobbying

Campaign Finance

Conflict of Interest

Commission Business

Financial Disclosure



Login

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Campaign Finance Tips

- **Reminder:** an originally signed Statement of Committee Organization form must be mailed or hand delivered to the MEC. Faxed or emailed copies are not accepted. Committees **MUST** also send an electronic filing agreement.
- Campaign Committees trying to get a ballot measure on the ballot by petition **MUST** file an initial 15 Day Report once the committee begins process of raising or spending money and a 15 Day After Petition Deadline Report. (For [additional information](#)).
- A **miscellaneous receipt** is money coming in other than by a contribution or loan received (ex: interest earned, receipt of a rejected contribution, refund for return of merchandise, etc.).
- A **miscellaneous disbursement** is money spent other than by expenditure or contribution made (ex: returning a contribution (that's already been deposited) back to the original contributor, transfer of funds from one candidate committee to another controlled by the same candidate, etc.).

MEC Employee Spotlight

Melissa Johnson: Employee of the Quarter

Melissa Johnson, paralegal at MEC, was recently recognized for her lead role in preparing, presenting and overseeing the implementation of amendments to the Commission's rules. This included a comprehensive review and circulation of the revisions both internally to MEC staff as well as members of the regulated community. In preparing the proposed rules for filing, she communicated with both the Secretary of State's Office and Joint Committee on Administrative Rules on the Commission's behalf. Great job Melissa!

Lobbyist Reporting Tips

How To Report (expenditure made on the behalf of a legislator's staff.)

1. Select "Employee of Staff".
 2. Enter the staff's name in the "Recipient" name field.
 3. Select the "Representative or Senator" button.
 4. Choose the correct Representative or Senator from the drop down menu.
 5. Choose the expenditure category.
 6. Enter the description, date, and amount as you would normally.
- **Lobbyists:** When reporting a "group" expenditure, staff members must still be reported individually. (See Page 6, Question #7 of the Lobbyist FAQ)

Lobbyist Renewal Reminders

- Lobbyist renewal period begins Dec 1, 2015 and runs through Jan 5, 2016.
- All lobbyists must renew their registration annually and pay a \$10 registration fee.
- Lobbyists who fail to renew by Jan 5 will be terminated retroactive to Dec 31, 2015. (Must re-register within 5 days of lobbying activity).

🔗 Click [HERE](#) to view an advisory opinion regarding lobbyist and lobbyist expenditures

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